

DDR-852-62  
19 December 1962

**MEMORANDUM FOR: Logistics Service Division**

**SUBJECT: Space Requirements**

**REFERENCES:** (a) DD/R #584 - 62 dated 26 September 1962  
(b) DD/R #500 - 62 dated 25 August 1962

1. Reference (a) attached accorded official status to the organization of the Deputy Director (Research) and provided a basis for confirming earlier estimates of DDR space needs [see Reference (b)]. The purpose of this memorandum is to make a full and comprehensive statement on our space requirements thus reaffirming previous estimates and at the same time to recommend an occupancy plan for the space soon to be vacated by OBI. Our object in taking this course is to suggest a permanent solution to the space problem now facing the Office of Elint and to recommend an interim solution to the space problem soon to confront the Office of Research and Development.

2. The Office of Research and Development, newly created under the DD/R charter, is still in the early stages of formation. The initial transfer of personnel to ORD is scheduled for early January which will provide a nucleus around which recruitment can be built. Since ORD is not expected to reach approved strength before the end of 1963, we are requesting an initial commitment of 3,400 square feet in order to satisfy this office's more immediate space needs. This interim solution, it must be stressed, does not alter our earlier estimate of [ ] preferably adjacent to other DD/R components.

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3. Reference (b) sets forth space requirements incident to the staffing of the Office of Special Activities. It is anticipated that space presently available to OSA will be exhausted by early April; therefore, this office will face a critical space problem in the months that follow. Also, we requested that OSA be permitted to expand

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**3. Continued**

its present holdings on the sixth floor in order to eliminate excessive alteration expense. While negotiations for this space have not yet reached their conclusion, we are hopeful that, aided by the logic of grouping OSA personnel in close proximity to one another, a decision will be made in our favor. Additionally, 1000 square feet of space is required by OSA, over and above the [redacted] previously requested, to house a newly approved Electronic Data Processing Branch within the Operations Division.

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4. The Office of Elint is expected to reach authorized strength shortly after the first of the year. Accordingly, the placement of OEL personnel constitutes a most urgent priority and must be dealt with immediately. OEL space requirements are set forth in attachment (c) and can be met in their entirety through the commitment of space soon to be vacated by OEL. Specific areas to which OEL desires claim are identified in the attachment to this memorandum.

5. As a solution to the immediate space problems of the DD/R, we recommend that rooms 2F20 through 2F30, 2F21 through 2F39, and 2E13-22 be committed to our use. Complete justification together with intended usage of space allocated is detailed in the attachments to this memorandum.

OSL

[redacted]

**Executive Assistant  
Deputy Director (Research)**

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**Attachments:**

1. Reference (a)
2. Reference (b)
3. DD/R Space Requirements

O/DDR/ [redacted] (19 Dec 62)

**Distribution:**

- & 1 - Addressee
- 1 - OEL/Analysis Division
- 1 - OEL/Research and Development
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